



KEENEY STREET SCHOOL FAMILY HANDBOOK SUPPLEMENT 2016-2017

Arrival and Dismissal Procedures:

Morning Drop-Off

MELC

Parents may quickly park in the bus loop to drop kids off at MELC *before* 8:15 am. After 8:15 we ask that you park in the lot and escort your child in to free the loop for Pre-K drop-off.

Pre-K

Parents dropping off Pre-K students are asked to join the bus loop and remain in the car. Pre-K staff will escort kids to and from the building from the far entry door. To make room for the larger K-5 buses arriving around 8:35 am (to drop many students to breakfast), we ask that Pre-K parents arriving on campus *after* 8:35 am to park on Primer Road and walk your child to the building.

Walkers

Cars are welcome to join the side loop to drop kids off in the morning. We ask that you follow the cues of staff members directing traffic. Children should not be dropped off in the parking lot.

Afternoon Pick-Up

Dismissal time for elementary schools is 3:25 pm.

Dismissal time for preschool is 2:30 pm.

Kindergarten

Kindergarten students will be dismissed from the front door a few minutes prior to dismissal. Parents and/or guardians are encouraged to meet them as they are escorted out of the building. Siblings of kindergarten students may walk with their sibling out the front exit as well.

Grades 1-5

All other “walking” cubs will exit the side gym door. Staff members will assist students to their cars. We ask that no one park and/or exit vehicles in the car loop as we need to keep traffic moving. Again staff members are assigned around campus to help direct you.

Please use the Home-School Communication form to let the school know if your afternoon pick up procedure has changed. The office should be alerted about any changes by 2:45 to assure that all staff members are aware of the change.

Climate Team Membership

Schools are required by board policy to inform parents of the members of our School Climate Committee as well as the name of our Safe School Climate Specialist. That information is below:

School Climate Committee (you may contact any one of us by calling the school office at 860-647-3354)

Member	Role
Julie Martin-Beaulieu	Principal
Amber Schwarm	Counselor
Teena DeGros	Family Resource Coordinator
Jen Jalbert	Library Media Specialist
Tricia Malan	Building Paraprofessional
Kristin Plonski	1st grade teacher
Jodi Karlins	1st grade teacher
Megan Branciforte	1st grade teacher
Amy Angelo	2nd grade teacher
Chelsea Gordon	4th grade teacher
Lara Wallmark	4th grade teacher
Cara Christensen	5th grade teacher
Sharon Puntty	Art teacher
Kara Sheftel	Parent

The Safe School Climate Specialist for Keeney is Julie Martin-Beaulieu, Principal.



Staff Contact “Who do you call?”

Throughout the school year there will be a variety of questions, concerns, and other information sharing that will come up for you as a parent or guardian. We welcome and encourage communication to the school and invite you to connect with a staff member with whom you feel most comfortable. If you are unsure of who to contact with a specific question, please feel free to use the chart below to guide you.

Question/Topic	Staff
Attendance	Tricia Malan, Building Para Linda Hodgkins, Nurse Patty Balboni, Secretary
Behavior support questions	Amber Schwarm, Counselor Tom Nicholas, Social Worker Julie Martin-Beaulieu, principal
Classroom experience questions	Classroom Teacher
Community resources for families (or other family resource questions)	Teena DeGros, Family Resource Coordinator
Food and Health Questions	Linda Hodgkins, Nurse
Health questions, immunizations, medical records	Linda Hodgkins, Nurse
Homework Questions	Classroom Teacher
Intervention Supports	Elizabeth Swan, Literacy Coach
Registration questions	Patty Balboni, Secretary
Special Education questions	Melon Helberg, Special Education Teacher Jane Bourque, Special Education Teacher

If you are unsure of who to contact for a particular question, you can call the main office at 860-647-3354 and Patty Balboni can guide you. *Please remember you are always welcome to contact the staff member you are most comfortable with and that person can provide assistance.*

PTA Information

PTA meetings are held the first Tuesday of every month from 6:30-7:30pm. Child care is provided.

Visit our web page often for up to date information –

https://ptoffice.mjssoftware.com/mywebsite/Keeney_Elementary_PTA_CT/Home

Follow us on Facebook - <https://www.facebook.com/keeneystschoo/?fref=ts>

Questions or comments can be sent to the PTA email - keeneystpta@gmail.com

PTA Officers:

Karen Freund – President

Corrie Brindamour – Vice President

Danielle Pellingra – Vice President

Jesse Johnson – Secretary

Rhiannon Crawford – Treasurer

Toni Zanks - Membership